How to improve work efficiency?

- Improve your speed
    - No need to be perfect
    - Set up the framework first, then polish it
    - You can have quick feedbacks
    - Plan - Do - Check - Act cycle

- Accelerate your thinking process
    - A4 notes: Date(left side)   Topics(right side)
    - Make presumptions, evalute them (if …) , you might ask experts
    - Think deeply, keep asking why till you find out the root cause

- Clarify the roadmap/goals
    - The ultimate goal, which part is priority
    - Finish it early, then take care of the details
    - Improve your methodology (learn from experienced ones)
    - Avoid do it again

Audio book in chinese version
▶【有声书】《零秒工作》| 将思考和工作速度提到极致 | Speed - Yuji Akaba | 每日听书 Daily…